

Ashford Board of Education
Ashford, Connecticut
Meeting Agenda
May 17, 2018
7:00 pm
Ashford School
District Office Conference Room 14

1. Call To Order
2. Communications
3. Opportunity for Public Comment
4. Approval of Minutes: 05/03/2018
5. District Administrative Reports (Superintendent, Business Manager, Director of Pupil Personnel)
6. Administrative Reports (Principal, Asst. Principal)
7. Distribution of Department Reports (Cafeteria, Health Room, Technology, Transportation)
8. New Business
 - a. Schedule Annual BOE Retreat
9. Old Business
 - a. MEUI Negotiations Update
10. Next Meeting Date/Agenda Items
11. Second Opportunity for Public Comment
12. Personnel Matter (Executive Session Anticipated)
13. Superintendent Evaluation (Executive Session Anticipated)
14. Adjournment

Ashford Board of Education Goals

The Ashford Board shall:

1. Initiate policies and practices, as well as devote appropriate resources towards the improvement of Ashford students on Connecticut standardized testing.
2. Promote instructional practices rooted in the individual skills, talents, needs and performance of the student.
3. Initiate mechanisms for improved and effective communication with the community as well as town leaders and other town boards and committees.
4. Develop a three-year school improvement plan that presents, and explains, an optimal path towards educational excellence in Ashford.

All meetings, conferences, programs and activities at Ashford School are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act. Individuals with disabilities requesting relocation of this meeting should call the Superintendent at 429-1927 or e-mail a request to jplongo@ashfordct.org not later than 2 working days prior to the meeting. Hearing impaired individuals may communicate their request for accommodations by using the e-mail address above, or calling the State of CT TDD relay service (800) 842-2880 or the national relay service number (800) 855-2880.

Enclosures: Minutes 05/03; Supt. Report; Admin Reports, Dept. Reports

Ashford Board of Education
Regular Meeting Minutes – May 3, 2018
7:00 p.m.
District Office Conference Room

Note: Per C.G.S. §10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.

Call To Order

Board Chair J. Lippert called the meeting to order at 7:05 pm. Present were members J. Urban, L. Donegan, K. Warren, M. Matthews and J. Calarese (7:21pm). Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer and recording secretary J. Barsaleau. Audience present: R. Haeger. Unable to attend was member S. Gamache.

Communications

Some of the members of the Board and the Superintendent received an email communication earlier in the day concerning an employee. The board will invite the employee to attend its next meeting in executive session.

The May 1st enrollment report was distributed to members.

Opportunity for Public Comment

R. Haeger reminded board members of the Spring Jamboree on Saturday, May 5th from 11am-2pm and that more volunteers are needed. She suggested that with the increasingly warm weather, perhaps a survey of the actual temperatures in classrooms be recorded to allow for placement of additional fans/cooling in those areas.

Approval of Minutes: 04/05/2018

Motion by M. Matthews to approve the regular meeting minutes of 04/05/2018 with an amendment to correct the last sentence of Superintendent's report by inserting the word "out" to read as follows: "Dr. Longo and Mr. Hopkins will reach out to the director of the senior center...."

Motion seconded by J. Urban and carried unanimously as amended.

Superintendent Report

Dr. Longo reviewed his report included in the agenda packet. He asked the BOE to consider dates and locations for the annual retreat meeting, and suggested the board consider altering its practice of holding two regular meetings per month, designating one of them for committee meetings. As discussed at the 4/5 meeting, a letter was sent to the Board of Finance to provide notification of an FY18 budget shortfall in special education outplacement tuition. Dr. Longo reported the budget is frozen. Mr. Lippert stated that the Board of Finance discussed this at a meeting attended by him, Dr. Longo and Mrs. Dyer. The BOF will not take action at this time and will review use and application of unexpended educational funds balances. The administration and business manager are reviewing the current budget and will postpone or defer items to the next fiscal year as needed. Legal counsel is reviewing the use and application of regular education budget funds to offset special education expenditures and will conference call with Dr. Longo tomorrow.

a. Authorization of FY 18 Budget Transfers

After reviewing the budget to offset the current shortfall, funds have been located for transfer that will be applied to special education outplacement tuition line (see attached). An email was sent on 4/26 to Mr. Funk, BOF chair notifying him that transfers will be made pending authorization of the board.

Motion made by K. Warren to approve FY18 budget transfers totaling \$113,218 as presented in the document titled "Ashford BOE 2017-2018 Budget Transfers May". Motion seconded by M. Matthews and carried unanimously.

b. Friar & Associates Master Plan Update

Dr. Longo has reviewed the CIP plan draft provided by Friar & Associates and will be meeting with Mike Sorano of Friar on May 10th at 4 pm to discuss the draft. Members are invited to attend. Brief discussion followed concerning the Town committee that will address retention of architectural services. J. Calarese is a member of this committee, however, no meetings have occurred to date.

c. Discuss June BOE Meeting Calendar

Ashford School has scheduled Commencement for Thursday June 21st. By consensus of the members present, the board of education will cancel its regular meeting scheduled for that same night.

New Business

a. Staff Resignation

Dr. Longo has received a letter of retirement from Reading teacher Susan Cunningham effective June 30, 2018. Mrs. Cunningham will be participating in the Voluntary Early Retirement Incentive Program (VERIP) offered by the Board of Education this year. Dr. Longo also received notification a day or so prior to this meeting that Grade 5 teacher Paul Hills will be resigning at the end of this school year to pursue a business opportunity.

Motion made by M. Matthews to accept with regret the letters of resignation of Susan Cunningham and Paul Hills effective June 30, 2018, and to express its thanks and appreciation for their dedication to Ashford School. Motion seconded by L. Donegan and carried unanimously.

b. Staff Appointment

Dr. Longo recommended appointment of Miguel Parrilla to the position of part-time custodian, noting the appointment should be retroactive to March 26th; the date Mr. Parrilla began working in the position.

Motion made by L. Donegan to approve the appointment of Miguel Parrilla to the position of part time custodian effective 3/26/18. Motion seconded by J. Urban and carried unanimously.

c. Authorization of FY19 Individuals with Disabilities Education Act (IDEA) Grant Application

Motion by K. Warren to authorize submission of the IDEA grant application for the period of July 1, 2018 to June 30, 2020. Motion seconded by L. Donegan and carried unanimously.

d. Decommission of School Bus from Fleet Service

Mechanic Seth Lyman and the transportation coordinator recommend that Bus #5, a spare, be removed from active service.

Motion made by J. Calarese to remove school Bus #5 from fleet service effective July 1, 2018. Motion seconded by L. Donegan and carried unanimously.

e. 2018-2019 Healthy Foods Certification

It is required of each board of education participating in the National School Lunch Program to take action on implementation of a healthy food option prior to July 1st each year.

Motion made by M. Matthews to participate in Healthy Foods Certification for the school year 2018-2019 and to implement the Healthy Food Option as follows:

Pursuant to C.G.S. Section 10-215f, the Ashford Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2018, through June 30, 2019. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

Motion seconded by J. Urban and carried unanimously.

Motion made by J. Calarese to allow exemptions to the healthy food certification authorized above, as follows: The Ashford Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

Motion seconded by L. Donegan and carried unanimously.

Old Business

a. MEUI Negotiations Update

The next date for negotiations is scheduled for May 10th at 7 pm. K. Warren and L. Donegan will not be able to attend.

Next Meeting Date/Agenda Items

The next regular meeting of the BOE is 5/17/18. Agenda items: committee break out sessions, administrative reports, Friar & Associates CIP, follow up architect services, energy loan follow up, executive session (personnel, supt. evaluation).

Second Opportunity for Public Comment

None

Superintendent Evaluation (Executive Session Anticipated)

Motion made by L. Donegan to enter into executive session (8:36 pm) for the purposes of evaluation of the Superintendent, seconded by M. Matthews and carried unanimously.

Present in Executive Session: J. Calarese, L. Donegan, M. Matthews, J. Urban, K. Warren and J. Lippert.

The board exited executive session at 9:30 pm. There was no action taken.

Motion made by M. Matthews to adjourn the meeting (9:31pm). Motion seconded by L. Donegan and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford School

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May 13, 2018

To: Ashford Board of Education

From Dr. Longo

Re: Annual request to extend the Superintendent's contract and negotiate salary

My contract contains an option for the Board of Education to vote each June for an extension of one or two years to my current contract, thereby keeping me contracted for a term of up to three years. I have reproduced the relevant clause here for your review, and ask that you consider a one-year extension at this time, which would maintain my contracted period at three years. I find that I can be most effective as your superintendent if my contract is maintained at three years, and it is apparent to all that I have the support of the Board of Education.

An extension does not change any of the current language of the contract unless we negotiate changes, it only changes the duration of the agreement.

It also might be the appropriate time to negotiate salary for the 2018-2019 contract year, as the salary terms are scheduled to change as of July 1, and it is our practice to negotiate my salary one year at a time.

"Prior to June 30, 2016 and prior to June 30 of each succeeding school year the Board of Education shall vote upon whether to extend this Contract of Employment ("Contract") for either a one year or a two-year extension, so as to create a renewed term of either two years or three years commencing on July 1 of the calendar year in which such vote is taken. At no time shall the remaining term of this Contract, including any extension hereof, exceed three years. It shall be the responsibility of the Superintendent to notify the Board of this provision of the Contract in sufficient time for the Board to take action upon any extension hereof."

Thank you for your support and your consideration of this proposal.

Ashford School
Monthly Facility and Maintenance Report
March-May, 2018

HVAC and MAJOR SYSTEMS

- Venture Security changed five batteries in the fire alarm system and provided quote for installation of keyless entry (fob swipe) of every classroom that house students (58)
- Changed light switch in technology coordinator's office
- Made an extension for 220 volt access in kitchen for server
- Arranged for 3 new outlets in district office
- Changed ceiling lights in district office, main office, health room and Room 15 to LED bulbs
- 3 ballasts changed in health room
- Preventative maintenance of all hallway heaters (46), cleaned and vacuumed all filters
- Leak found in lower boiler room, got price quote for repair. Changed circulator pumps and replaced degraded pipes in lower boiler room
- Preventative maintenance and cleaning of all four boilers
- Life Safety inspected exit and emergency lighting system as required every 6 months

GROUNDS

- Cleared snow and walks from March storms
- Town of Ashford plowed and sanded parking lots from March storms
- Worked on baseball and softball fields: prepped, raked out, lined and mowed
- Fixed divets and tracks in grass created by snow plows
- Raked and fluffed wood chips under playground equipment
- Town of Ashford swept all parking lots
- Replaced broken door window from errant baseball

GENERAL FACILITY

- Installed 15 bulletin boards (4x8)
- Installed safety shades in bathrooms shared by rooms 5 and 7 and room 12
- Installed slide locks in bathrooms (rooms 1,5,7,9,11)
- Replaced black curtain on stage
- Installed blinds by door of classrooms 4,6 & 8
- Placed 14 new braille signs outside of bathrooms and some classrooms
- Installed 3 green glow in the dark room identification safety signs
- Installed eight brackets in gym for badminton and volleyball nets
- Arranged for locksmith to repair broken boys locker room door handle and re-key 3 doors to CB-10 access (classroom master)

Ashford School
Health Office Report 2017-18
May 17, 2018

The Ashford School Health office remains a busy place this year averaging about 45 students per day. This includes visits that range from bumps and bruises to breaks, emergency care, illnesses, screenings, the administration of medication and treatments, diabetes management and g-tube feedings.

- Vision and hearing screenings were conducted on all PK-Grade 5 students, excluding hearing screening for 2nd grade per the new state guidelines. The Welch Allyn Spot vision screener is an incredible tool that is able to detect vision issues that were not picked up using past screening methods. This tool is quick - registering vital information in the time it takes to snap a photo! Please see the attached information that further explains all the issues identified by the SPOT vision. I am currently finishing the required scoliosis screenings. State requirements have changed and I am now required to screen all 5th and 7th grade girls, and 8th grade boys. I have coordinated this with the PE teachers and conduct screenings at the beginning of PE classes.
- The Mobile Dental Program has approximately 28 students enrolled. They are able to do the cleanings, fluoride, sealants and x-rays here at Ashford School on the van, or with mobile equipment set up in the conference room. They have visited five times this year and continue to follow these children every 6 months to maintain the appropriate cleaning and exam schedule as recommended by the American Academy of Pediatrics. Good dental habits formed early will last a lifetime. If more extensive work is required, they work with the family and make arrangements for work at their local office. I hope to continue to grow this important health intervention next year and continue to offer this service to our Ashford School families.
- I was able to attend two conferences this year. In the fall, I went to the Nurse Supervisor Conference sponsored by the CT Nurses Association and the CT State Department of Education Nurse Consultants, and in the spring, a conference for School Nurses, *"Best, Current Practices for School Medical Emergencies"* by the Bureau of Education and Research. These were both very informative and directly applicable to the school health office.
- Approximately 90 community members came to the flu clinic in the fall. This is coordinated with the VNA from Hartford Homecare. I continue to advocate for the inclusion and acceptance of differing types of insurance, especially those with Husky, to be included. I have worked with the state immunization program as well as the health advocate's office to include this group of people.
- 28 staff members were certified in pediatric CPR/First Aid in April. This includes our athletic coaches, as well as the staff members in the readiness program. Readiness staff are required to hold current certificates for our NAEYC (National Association for the Education of Young Children) accreditation.

- The health office is implementing a new program in the 7th and 8th grade girl's bathroom. A local high school student did her senior project on how to make feminine products more easily accessible, and asked Ashford to conduct a trial run. I have stocked the 7th and 8th grade girls bathroom with feminine supplies. This gives the girls more privacy and saves time as they do not have to travel all the way to the nurses office. This was a great success and we will continue this program.
- In coordination with the Readiness program, the health office coordinated "Nutrition Night". A registered dietician from Big Y helped facilitate this program in May. We had 4 different recipes and ingredients on different tables and invited all families of students in grades PK- 2 to come and "cook" healthy snacks together. 33 individuals came, adults and students and learned about healthy snacks and had a chance to prepare food together. The registered dietician was on hand to answer parent questions.
- We did have a group of staff members participating in an after school yoga group. Unfortunately, our instructor suffered an injury, so this was interrupted for a few months. This continues to be a great employee wellness program.

Respectfully submitted,

Martha Sibley-Jett, RN BSN
Ashford School Nurse

Understanding Your Child's Vision Results

Photoscreening: Ashford School has recently purchased a photoscreening digital device called a SPOT to objectively check for vision problems. The photoscreener is like a large camera. It takes a picture of your child's eyes. With that and the infrared measurements, SPOT can detect a number of potential eye conditions.

How to read the SPOT referral form: If your child's SPOT results form states, "**Complete Eye Exam Recommended**" at the top right of the page, it is a referral and we recommend that your child visit an eye care professional.

On the SPOT referral, you will see a section on the right side of the page called "Potential Condition." This includes information about the potential eye condition(s) detected by the SPOT device.

It will state the medical terminology followed by a short description in brackets in non-technical language. An example would be "Myopia [nearsighted]." At the bottom of the sheet, you will see a chart that shows the conditions that the SPOT can detect. For each condition, it shows whether your child's results were within the normal range or out-of-range. Shown in the graph is a relative indication of how severe the condition may be (whether it is slightly out of range or way out of range, for instance).

Definition of Condition Identified by the SPOT and Listed on the SPOT Results Form

Anisocoria: a condition characterized by an unequal size of the eye's pupils.

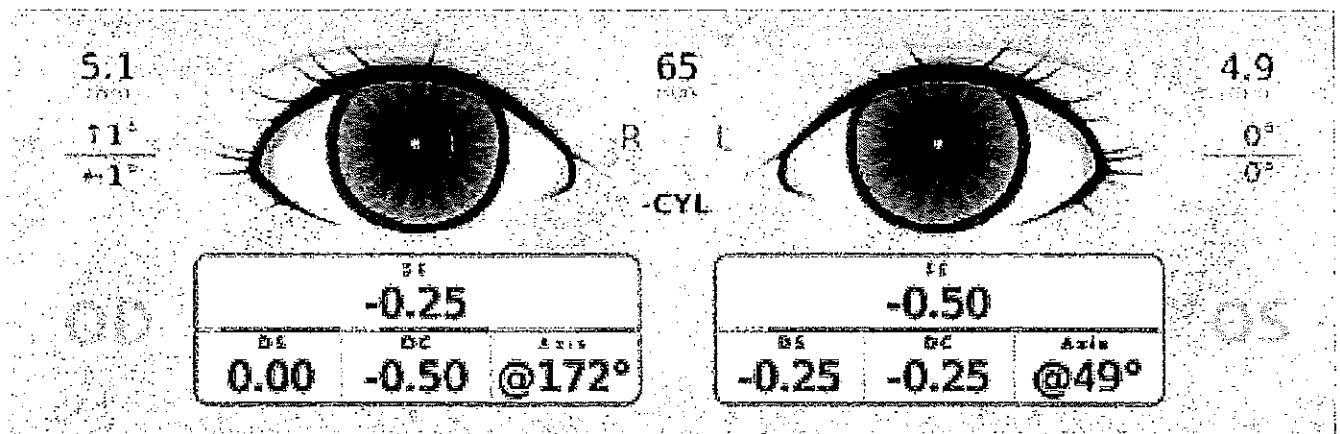
Anisometropia: a condition in which the two eyes have unequal refractive power; one example of this condition would be if one eye had near-perfect vision and the other eye was near or farsighted.

Astigmatism: an optical defect in which vision is blurred due to the inability of the optics of the eye to focus a point object into a sharp focused image on the retina. This may be due to an irregular or toric curvature of the cornea or lens.

Gaze Asymmetry and Gaze Deviation: measurements the SPOT uses to detect strabismus, a misalignment of the eyes. Strabismus is one of the major causes of Amblyopia (commonly referred to as "lazy eye").

Hyperopia: commonly known as being "farsighted"; a vision issue caused by an imperfection in the eye (often when the eyeball is too short or the lens cannot become round enough), causing difficulty focusing on near objects, and in extreme cases causing as sufferer to be unable to focus on objects at any distance.

Myopia: commonly known as being "nearsighted"; a condition of the eye where the light that comes in does not directly focus on the retina but in front of it, causing the image that one sees when looking at a distant object to be out of focus, but in focus when looking at a close object.



How to Read Your Eyeglass Prescription

(Article taken from WebMD)

When you look at your prescription for eyeglasses, you will see numbers listed under the headings of **OS** and **OD**. They are Latin abbreviations: **OS** (oculus sinister) means the left eye and **OD** (oculus dextrus) means the right eye. Occasionally, you will see a notation for **OU**, which means something involving both eyes. In general, the further away from zero the number on your prescription, the worse your eyesight; the more vision correction you need. A plus sign in front of the number means you are farsighted and a minus sign means you are nearsighted. These numbers represent diopters, the unit used to measure the correction, or focusing power, of the lens your eye requires. Diopter is often abbreviated "D."

For example, if your prescription says -1.00, you have one diopter of nearsightedness. This is a fairly mild amount of nearsightedness. If you are -4.25, that means you have 4 and 1/4 diopters of nearsightedness. This is more nearsighted than -1.00, and requires stronger (thicker) lenses. Similarly, +1.00 would be a small amount of farsightedness and +5 would be more.

For people who have astigmatism, there will be three numbers in your prescription. The general form for writing these numbers is **S x C x Axis**

The **S** refers to the "spherical" portion of the prescription, which is the degree of nearsightedness or farsightedness discussed above.

The **C** refers to the "cylinder" or astigmatism, and can be a negative or a positive number. It measures in diopters the degree of astigmatism that you have. The bigger this number, the more astigmatism you have.

The **Axis** is a number anywhere between 0 and 180 degrees. It reveals the orientation of the astigmatism. It is not enough to specify how much astigmatism there is; you have to know where the difference in curvature is taking place.

Here are two examples of what prescriptions for eyes with astigmatism could look like:

-2.00 +1.50 x 180
+3.50 +3.00 x 45

The first prescription means that the person has 2 diopters of nearsightedness with 1.5 diopters of astigmatism and an axis of 180 degrees. The second prescription means that the person has 3.5 diopters of farsightedness, 3 diopters of astigmatism and an axis of 45 degrees.

Technology Team Report To
Ashford Board of Education
May 17,2018

The Technology Team continues to provide ongoing support to the Ashford staff and students in all areas of technology use in Ashford School.

- Daily repairs are performed to desktops, laptops, projectors, and printers on an ongoing basis.
- Ongoing support of multiple data bases and subscriptions.
- We are in the process of reviewing our data base and subscription usage before renewing them for the upcoming school year.
- To help our staff utilize technology as a tool to differentiate learning we have instituted a weekly “Tech Time” where they can drop in on Wednesday afternoons with questions about technology usage or to collaborate on different ideas for student learning.
- We are in the process of reviewing and updating the “Ashford School Technology Plan” to include the addition of our 1:1 initiative and future planning for technology usage within our school.
- Plans are being made for summer break activities, to include configuring 40 laptops for our incoming 6th graders in our 1:1 initiative, 100 laptops to be individually refreshed for our incoming 7th and 8th graders. Additionally we will be refreshing over 600 devices including desktops, laptops, projectors and printers. We also will be rolling up our students in the SIS (Student Information System) and all other supporting data bases.

If we can answer any questions or provide support in any way please contact us at Technology@AshfordCT.org.